

Equal Business Opportunity Commission Office

Department Description

The Equal Business Opportunity Commission Office (EBOCO) is mandated by Section 3921.03 of the Columbus City Codes to compile, review and analyze minority and female business enterprise utilization based upon city contract awards, contract payments and vendor registration data. The office is also responsible for the release of quarterly utilization reports to the Mayor and City Council. In October of 1996, in response to an appeals court ruling, some portions of Title 39 were administratively waived to prevent potential liability to city employees.

Since that time, the EBOCO has been charged with the development and implementation of race and gender neutral programs that encourage a diverse pool of qualified suppliers. The office has responded by developing aggressive outreach programs, assisting city departments in developing non-restrictive bid specifications and providing technical assistance. Periodically, the office recommends additional efforts necessary to further develop inclusiveness in the city's contracting practices.

Department Mission

The mission of the Equal Business Opportunity Commission Office is to promote inclusiveness in the city's procurement process and to facilitate equal access to contract opportunities.

Goals, Objectives and Performance Measures

Goal: To increase city contracting with certified M/FBE firms

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Increase or maintain the number of new certified M/FBE firms	Number of new firms	55	40

Goal: To ensure vendor compliance with certification requirements

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Reduce the number of rejected legislation and contracts due to inactive or no contract compliance numbers	Percent of legislation and contracts rejected	5.25% contracts 5.75% legislation	3% Contracts 5% Legislation

Goal: To ensure fair and unbiased bid specifications (targeted commodities)

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Reduce the percentage of bid specifications rejected in targeted commodities	Percent of bid specifications rejected	N/A	80% rejected

Goal: To ensure timely and accurate EBOCO operations

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Reduce or maintain the number of days to process legislation and contracts	Number of days	Legislation: 2.4 days Contracts: 1.86 days	Legislation: 2.0 days Contracts: 1.0 days

Goal: To conduct specialized outreach initiatives for M/FBEs

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Increase or maintain the number of M/FBEs attending EBOCO's sponsored outreach initiatives	Number of M/FBE firms attending	N/A	700 participants

Strategic Priorities for 2003

Equal Business Opportunity Commission

Customer Service

The Equal Business Opportunity Commission office will continue the monitoring and reviewing of city contracts for compliance with city, state, and federal requirements as well as the citywide bid specification review process. In addition to developing outreach activities that will inform customers about services provided, EBOCO will host the annual minority business showcase and the equal business opportunity awards ceremony.

Economic Development and Technology

The commission plans to monitor M/FBEs' utilization and availability and establish procedures and policies to assure that available M/FBEs are included in bid solicitations. EBOCO will work with e-commerce providers to attract certified minority businesses to participate in e-commerce opportunities and city agencies in the restructuring of the professional services award process.

Education

The commission will conduct internal and external roundtable forums and other educational training sessions as well as host a city procurement college to encourage communication among city agencies, EBOCO, and the business community to assist M/FBEs in securing opportunities with the City of Columbus. EBOCO will continue the publication and dissemination of a minority/female business enterprise directory and the ACCESS newsletter.

2003 Budget Issues

- The EBOCO has reduced its staff by one full-time position, leaving 12 full-time positions. To eliminate any negative impact on delivery of services, the EBOCO will reallocate staff duties.
- The commission will bring previously outsourced activities in-house, and reduce advertising and sponsorship expenses, saving approximately \$122,500.
- The EBOCO has entered into a revenue agreement with the Columbus Public Schools and plans to market its contract certification services to other agencies as well, to generate additional revenue. It will do so without adding additional staff.

EBOCO FINANCIAL SUMMARY					
DIVISION SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Equal Business Opportunity	\$ 1,017,328	\$ 1,085,166	\$ 1,023,284	\$ 991,377	\$ 909,996
TOTAL	\$ 1,017,328	\$ 1,085,166	\$ 1,023,284	\$ 991,377	\$ 909,996

EBOCO SUMMARY BY CHARACTER					
EBO COMMISSION EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 730,482	\$ 806,718	\$ 854,362	\$ 831,235	\$ 863,539
Materials & Supplies	11,309	6,763	8,080	7,595	6,000
Services	275,536	271,686	160,842	152,547	40,457
TOTAL	\$ 1,017,328	\$ 1,085,166	\$ 1,023,284	\$ 991,377	\$ 909,996

EBOCO SUMMARY BY FUND					
FUND SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
General	\$ 1,017,328	\$ 1,085,166	\$ 1,023,284	\$ 991,377	\$ 909,996
TOTAL	\$ 1,017,328	\$ 1,085,166	\$ 1,023,284	\$ 991,377	\$ 909,996

EBOCO PERSONNEL SUMMARY					
DIVISION	FT/PT*	2000 Actual	2001 Actual	2002 Authorized	2003 Authorized
Equal Business Opportunity	FT	13	13	13	12
TOTAL		13	13	13	12
*FT=Full-Time PT=Part-Time					

PROGRAM SUMMARY - EBOCO							
Program/Activity	Description	2002 Budgeted			2003 Budgeted		
		FT	PT	Proposed	FT	PT	Proposed
EBOCO	Promotes inclusiveness of minority- and female-owned businesses within the city's procurement process and facilitates equitable awarding of contracts to minority- and female-business enterprises.	13	-	\$ 1,023,284	12	-	\$ 909,996
TOTAL		13	-	\$ 1,023,284	12	-	\$ 909,996

